

## Job Shadowing Program Details

- The CHI Saint Joseph Health Job Shadowing program is intended for high school and college/university students with an interest in healthcare and is a time-limited arrangement allowing the observation of clinical and/or non-clinical staff for education and development purposes less than 40 hours.
- Shadowing allows the student to **follow** and **observe** a healthcare professional while they carry out their responsibilities at CHI Saint Joseph Health.
- Student job shadowing experiences will be scheduled in **2, 4, 6 or 8 hour** increments on an individual basis.
- Requests are subject to department manager approval and may be limited due to staff availability or workload. Some departments may have additional parameters which must be met. Every attempt will be made to accommodate the learning needs of students however; there may be times a request for a Job Shadow experience is declined. Students will be notified either way. Submitting an application does not guarantee placement.
- Job Shadow experiences are available Monday through Friday from 8 am to 9 pm.
- CHI Saint Joseph Health reserves the right to deny Job Shadow application.

### Eligibility

High school and college students age 16 and older. CHI Saint Joseph Health does not discriminate based on race, color, sex, religion, marital status, national origin, disability, sexual orientation, veterans' status or age.

### No Money Clause

There will be no payment to the student/observer for time spent shadowing under this agreement. Students/observers must abide by the rules, regulations and policies of CHI Saint Joseph Health and shall work under the direction of the applicable Department Director or their appointed staff person.

### Illness Policy

Our first priority is always to protect the health and safety of CHI Saint Joseph Health patients. If a student is sick or infectious the day of the scheduled Job Shadowing session, the student will need to reschedule with the Sponsor.

### Insurance Waiver

While shadowing at CHI Saint Joseph Health the student/observer acknowledges that CHI Saint Joseph Health is not responsible for medical coverage due to illness or injury. Insurance or personal payment for medical care is the responsibility of the student/observer or the student's parents (if applicable).

### Documentation of Job Shadowing Experience

If documentation is needed to validate the shadowing experience for school purposes, students must obtain a form from the high school or college/university requesting the documentation. CHI Saint Joseph Health does not provide validation forms. The CHI Saint Joseph Health sponsor assisting with the job shadowing experience can sign off on the documentation form provided by the student.

# Job Shadowing FAQs



## Placement Process

Approval and placement will be considered after the Job Shadowing Application has been received. For minors, the Parental Consent online form must also be completed before a CHI Saint Joseph Health professional is contacted.

The online application will require students to provide the following information:

1. Read and Understand Job Shadowing FAQs
2. Job Shadowing Application which includes:
  - a. HIPPA Confidentiality Agreement
  - b. Job Shadowing Participation Agreement
3. Proof of current immunizations meeting CHI Saint Joseph Health's requirements
4. Flu vaccination – documentation should include:
  - a. Shadower's name and date of birth
  - b. The type of vaccine given
  - c. The date of the injection
  - d. The signature of the person who gave you the injection
5. Provide the Quantiferon Gold (Q-gold) a T-spot result from within the past year
6. COVID Training and Guideline Acknowledgement Form
7. Other forms as developed for the program

The Job Shadow application will be automatically forwarded to the local sponsor at the location the student identified in the application. The sponsor will contact the student to secure a date and time and provide follow-up logistics.

Student's contact information will be used by CHI Saint Joseph Health Human Resources to solicit additional extended learning opportunities, but will not be sold or shared with outside parties.

## Conduct and Behavior

- Personal cell phones must be turned off during the job shadowing session. If students have a significant family situation which requires them to be accessible, please advise the sponsor.
- Professional, courteous and respectful behavior is expected. Students should be aware of CHI Saint Joseph Health's Core Values.
- Students must stay with assigned staff at all times.
- Students are to leave valuable possessions at home. CHI Saint Joseph Health is not responsible for lost, damaged or stolen items.
- Out of respect for our patients, loud voices and laughter is discouraged. Students are guests.
- Students are prohibited from taking any photographs.

## Participant Dress and Appearance Standards

Students must be identified with a name badge or tag. Students must be dressed appropriately. Failure to comply with the stated dress code standards will result in dismissal from the Job Shadowing experience.

- Clean, professional, business casual attire
- Shirts must have a collar
- Dress slacks or khakis
- Closed-toe comfortable shoes with socks/stockings

# Job Shadowing FAQs

## **Unacceptable attire includes:**

- Scrubs
- Sweatshirts
- Dangling jewelry
- Sandals or flip flops
- Exposed undergarments
- Tank tops or bare midriffs
- Sleeveless blouses, shirts or tops
- Skirts/dresses of an inappropriate length
- All body piercings, gages and tattoos must be covered
- Baggy clothes or clothes that drag on the floor
- Colored undergarments visible through clothing
- Jeans, shorts, sweatpants, leggings or spandex pants
- Hats unless worn for religious, medical or safety reasons
- T-shirts w/personal beliefs/unprofessional wording

## HIPAA Information for Students

- HIPAA is a federal privacy law that the hospital staff follow to keep a patient's medical information confidential.
- HIPAA stands for Health Insurance Portability and Accountability Act.
- HIPAA regulations affect each and every staff member at the hospital, as well as all volunteers and job shadowing students.
- These regulations apply to you.
- Realize a hospital is not like many other places of work.
- It is crucial that a customer's or patient's information is kept confidential to maintain their trust.

### ***What do I need to understand...what exactly does this mean?***

- This means the staff at CHI Saint Joseph Health has a legal duty to protect a patient's privacy.
- It is a patient's right to be treated confidentially at CHI Saint Joseph Health.
- It is also very important that a patient knows their privacy is protected.
  - If a patient feels they cannot trust CHI Saint Joseph Health with their information; they may withhold important information for fear of it getting exposed.
  - If a patient withholds this information, a doctor will not have all the information he or she may need to correctly diagnose the patient.
  - During your shadowing experience, you will be expected to keep any and all information you learn about a patient confidential.
- **DO NOT** discuss patient information with anyone.
- If you have any questions about what is and what is not appropriate to share and talk about, please ask a CHI Saint Joseph Health employee.
- We want to make sure you have the proper information to handle all the situations you will encounter during your job shadowing experience.

### ***HIPAA Scenario In order to understand better and to put it in perspective:***

If you found out you had a sexually transmitted disease, how would you feel if your doctor told his son who went to your school, and the son told everyone at the school?

That is why CHI Saint Joseph Health has policies like HIPAA. Luckily, if you ever need to be treated, the people who treat you are not legally able to disclose your information to anyone, not even their family members. This policy applies to everyone. Everyone who works for CHI Saint Joseph Health knows the importance of the patient confidentiality. Even staff workers who do not regularly interact with patients understand if they do obtain information for whatever reason, it is to be kept confidential. It is sometimes difficult to understand you may learn information you cannot even tell your mom, dad, not even your best friend about. It is *extremely* important you understand and comply with this policy to participate in the Job Shadowing Program.

### ***Here are some possible situations you could encounter while at CHI Saint Joseph Health:***

- A girl you went to middle school with is in the maternity ward because she just had a baby.
- You see a teacher who is hospitalized for chest pains.
- You see your mom's boss's daughter getting treatment for problems with an eating disorder.
- You see a friend from church who looks really sick, and think it would be nice to tell the minister at church to visit

- this person during their hospitalization.
- You see a neighbor who is hospitalized because he is getting his knee replaced.

Any of these situations could very likely happen. **DO NOT TALK ABOUT THE PATIENTS OR THEIR INFORMATION AT ALL, AT ANYTIME.** Even though it may be very tempting to tell someone else who may know the patient about what you saw, you cannot share or talk about this personal information with anyone (other than the person you are shadowing at CHI Saint Joseph Health.) Even if you think that you may be helping by sharing a patient's information with someone else, you still are not able to disclose any information. Often, patients do not want anyone, even their own families, to know they are in the hospital. It is their right to have their hospitalization kept confidential. You must keep a patient's information confidential. There are no exceptions! It is human to be curious and want to share interesting information, but when dealing patients' information, there are no exceptions!

### ***There are Consequences***

- We, and you, are required by law to keep a patient's information confidential.
- Consequences for violations can range anywhere from \$100 in fines to jail time.

## **Frequently Asked Questions for Students**

### **How old do I have to be to participate?**

Job Shadowing experiences are available to high school and college/university students 16 years or above.

### **I completed the Job Shadowing Application. When will I be contacted?**

Our goal is to have the sponsor contact you by phone or email within 72 hours of application receipt, but we ask for some grace when applications are submitted over the weekend or major holidays.

### **How far in advance do I need to submit my Job Shadowing Application?**

The Job Shadowing Application should be submitted at least 4 weeks prior to the desired date of the experience.

### **What happens after I have submitted the Job Shadowing Application?**

Provided your application is received at least four (4) weeks prior to your desired Job Shadow experience date(s), your sponsor will contact you to schedule a date and time and inform you where to meet. We are able to accommodate a limited number of individuals each month, so requests are considered on a first come, first serve basis. Provided a health care professional is available in the area where you have requested an observation, you will be contacted one to two weeks prior to the Job Shadowing experience to confirm your participation.

### **Is the COVID vaccination required to participate in job shadowing?**

The COVID vaccine is highly recommended, but not required to participate in a job shadowing experience.

### **If I develop a communicable disease within 48 hours of my job shadowing experience who should I contact? (This would include Chicken Pox, Influenza, Measles, Tuberculosis, MRSA, or a high fever).**

Please notify us as soon as possible by contacting your sponsor or (859) 313-2663. It will be necessary for us to take the necessary steps to protect our patients and prevent an outbreak.

# Job Shadowing FAQs



## **I am younger than 18, do I need to have my parents' consent?**

Yes. If you are 18 or younger a parent or legal guardian is required to complete the Job Shadowing Parental Consent and Job Shadowing Participation Agreement.

- a. Parental signatures on the Parental Participation Consent and Job Shadowing Participant sections of the application in addition to the Confidentiality Agreement **for any participant under the age of 18 years.**
- b. Confidentiality and Shadowing Application dated and signed by individuals 18 years of age and older.
- c. Orientation, including HIPAA training, must be completed prior to the Job Shadow participant beginning the shadowing experience.
- d. Proof of documented immunization record containing:
  - Documentation of current year influenza vaccination
- e. Complete and submit the Job Shadowing/Observing application including new COVID regulation education.

## **What type of "hands-on" learning will be involved?**

None! The Job Shadowing experience allows you to follow and observe only.

## **Will I be paid for the Job Shadowing experience?**

No. Job Shadowing experiences are unpaid observation opportunities.

## **When is it necessary to provide documentation of a flu vaccination?**

Proof of a flu vaccination is required if you want to schedule a Job Shadowing experience October 1 through April 1.

## **What do I need to wear to the Job Shadowing experience?**

Specific details regarding the dress code are detailed in the "Participant Dress and Grooming Standards" section.

## **What should I do if I become sick the day my Job Shadowing experience is scheduled?**

Please contact the sponsor you coordinated with and stay at home. We will make every effort to reschedule your experience. Students who arrive for their Job Shadowing experience and are visibly ill will not be allowed to participate and will be sent home immediately.

## **Are there certain areas that do not accept Job Shadowing experiences?**

As a general rule, Emergency/Intensive Care Units are excluded.

## **Where should I park?**

If you are driving to your Job Shadowing experience you should park in the facility parking lot. If you will be dropped off go to the main entrance of the facility, unless directed otherwise.

## **Where do I go the day of my Job Shadowing experience and who will meet me?**

Your CHI Saint Joseph Health sponsor will share with you depending on your location.

**Thank you for your interest in the CHI Saint Joseph Health Job Shadowing Program!**